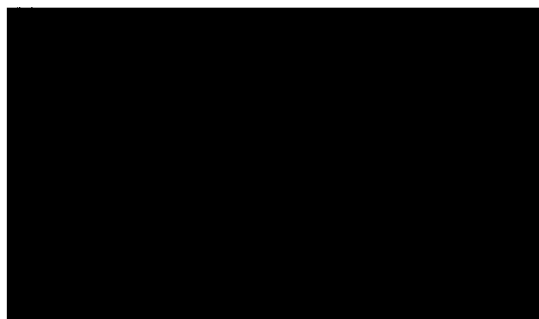


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**TERMS OF REFERENCE
FOR
DD/S&T INTELLIGENCE COLLECTION REQUIREMENTS
STUDY GROUP**

25X1A

MEMBERSHIP:



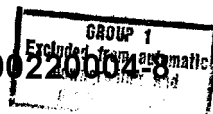
, Chairman

PURPOSE:

The Study Group is established to review and report on:

- a. the manner in which requirements are generated within DD/S&T for intelligence collection action;
- b. the procedures utilized at the Office level for validation of the requirement;
- c. the channels used in forwarding the validated requirements to an action point;
- d. the monitoring of responsiveness to the requirement while it remains viable;
- e. the qualitative and quantitative analysis of the volume of requirements submitted by DD/S&T units; and,
- f. the development of recommendations which ensure the most efficient structure and procedures on behalf of this Directorate for the generation, validation, levying

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- PURPOSE:** f. and monitoring responsiveness of collection requirements generated by units of DD/S&T.
- SCOPE:** The Study Group is authorized to consult with appropriate officers in all DD/S&T units, as necessary. At its discretion, a member may also discuss the problem of serving collection requirements with the appropriate units of DD/I and DD/P. For the guidance of the Study Group, there is attached a questionnaire designed to be of assistance in establishing the extent of the problem.
- PROCEDURES:** The Study Group is expected to render a report to the DD/S&T which will contain the significant facts bearing on the problem, with conclusions drawn from these facts by the Study Group, and appropriate recommendations to accomplish the purposes of the Study Group. Upon completion of the report, it should be forwarded to each Office Director for concurrence or comment before being presented to the DD/S&T.
- TENURE:** The Study Group is established effective 22 November 1965. It will render its report to the DD/S&T no later than 20 December 1965 and preferably at an earlier date.

Attachment
Questionnaire

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1. Identify each Office in DD/S&T that levies requirements for intelligence collection.
2. For each Office involved, describe briefly the procedures followed in, first, generating the requirement and, secondly, validating it as being a necessary requirement to discharge a responsibility assigned to the Office.
3. Identify by name of individual and/or unit, any person and/or organizational entity within an Office that has total Office responsibility for collection requirements.
4. Obtain the following statistics:
 - a. Total number of requirements generated in the last twelve months.
 - b. Of this total number, how many were served directly by the Office on:
 - (1) CGS/DDI.
 - (2) DD/P.
 - (3) Other units of the intelligence community, with identification of the units involved.

Of the total requirements which were not served directly on CGS, for what percentage of this total was CGS furnished a copy?

What has been the degree of responsiveness to these requirements, listed by the unit on which they were served?

5. Are there any occasions when Offices of DD/S&T collaborate and/or cooperate on the generation of requirements?
6. What is the general reaction of Offices levying requirements on CGS to the service performed for them? This should include both successful accomplishments of the requirements as well as CGS periodically running a check, and informing the Office involved, as to what progress is being made to solve the problem by collectors.

GROUP 1
Excluded from automatic
downgrading and
declassification